

AN ORDINANCE

07-O-0250

BY COUNCILMAN JIM MADDOX

AS SUBSTITUTED BY FINANCE/EXECUTIVE COMMITTEE

AN ORDINANCE TO AMEND SECTION 2-42(a)(4) OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA, GEORGIA (ENTITLED "CONVENTION, TRAINING AND TRAVEL EXPENSES FOR COUNCILMEMBERS AND STAFF") SO AS TO INCREASE THE PER DIEM RATE FROM \$59.00 TO \$64.00; TO PROVIDE THAT RECEIPTS FOR PER DIEM EXPENSE REIMBURSEMENTS ONLY BE PROVIDED WHEN PER DIEM EXPENSES EXCEED THE AMOUNT OF \$64.00; TO WAIVE CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

WHEREAS, the per diem rate for convention, training and travel expenses for councilmembers and staff, has not been changed in at least fifteen years; and

WHEREAS, the cost of meals and other incidentals necessary for travel has increased over the years.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, AS FOLLOWS:

Section 1: Section 2-42 of the Code of Ordinances of the city of Atlanta, Georgia, which currently provides as follows:

- Sec. 2-42. Convention, training and travel expenses for councilmembers and staff.
- (a) Members of the council, employees of the council staff and municipal clerk who attend conferences or conventions representing the city in an official capacity shall be reimbursed for all or a portion of the expenses incurred in connection therewith in an amount not to exceed the costs as follows:
- (1) Cost of hotel or lodging accommodation expenses incurred per person for each day of the conference or convention being attended or for each day of the business trip being attended in an amount not to exceed the average single room occupancy rate or designated convention hotel rate for the city being visited;
 - (2) All registration fees;
 - (3) Cost of tourist or second class air or other common public transportation by the most direct route from the city to the city where the convention or the business is being transacted;
 - (4) Per diem of \$59.00 to be applied for each day of the convention, training or the business being transacted; and

(5) The amount of \$35.00 to be applied upon all other expenses incurred for travel time to and from the convention, training or place where the business is being transacted.

(b) Requests for convention, training or travel expenses shall be signed by the councilmember or by the municipal clerk, in the case of requests for employees of the council staff and municipal clerk, and forwarded to the chief financial officer.

(c) An itemized expense account shall be prepared by the councilmember or staff employee attending the meeting or convention, and it, together with any unexpended funds advanced under a request under subsection (b) of this section, shall be returned to the chief financial officer within seven days of the return of the councilmember or staff member from the meeting or convention or business trip.

(d) It is specifically declared that the reimbursement of expenses, to the amount set forth in this section, incurred by councilmembers or staff when attending various meetings and conventions outside the city in an official capacity is in no way intended to be any form of compensation to that councilmember or staff employee.

is hereby amended with respect to subsection (a)(4) so as to increase the amount of per diem from “\$59.00” to “\$64.00” and to add the language “for meals and miscellaneous expenses.” and “Receipts for per diem expenses shall only be required when per diem expenses exceed \$64.00, in which case, only receipts for the amount in excess of \$64.00 shall be submitted to the Finance Department for purposes of reimbursement.”

so that when amended, said section shall provide as follows:

Sec. 2-42. Convention, training and travel expenses for councilmembers and staff.

(a) Members of the council, employees of the council staff and municipal clerk who attend conferences or conventions representing the city in an official capacity shall be reimbursed for all or a portion of the expenses incurred in connection therewith in an amount not to exceed the costs as follows:

(1) Cost of hotel or lodging accommodation expenses incurred per person for each day of the conference or convention being attended or for each day of the business trip being attended in an amount not to exceed the average single room occupancy rate or designated convention hotel rate for the city being visited;

(2) All registration fees;

(3) Cost of tourist or second class air or other common public transportation by the most direct route from the city to the city where the convention or the business is being transacted;

(4) Per diem of **\$64.00 for meals and miscellaneous expenses**, to be applied for each day of the convention, training or the business being transacted. **Receipts for per diem expenses shall only be required when per diem expenses exceed \$64.00, in which case, only receipts for the amount in excess of \$64.00 shall be submitted to the Finance Department for purposes of reimbursement.**

(5) The amount of \$35.00 to be applied upon all other expenses incurred for travel time to and from the convention, training or place where the business is being transacted.

- (b) Requests for convention, training or travel expenses shall be signed by the councilmember or by the municipal clerk, in the case of requests for employees of the council staff and municipal clerk, and forwarded to the chief financial officer.
- (c) An itemized expense account shall be prepared by the councilmember or staff employee attending the meeting or convention, and it, together with any unexpended funds advanced under a request under subsection (b) of this section, shall be returned to the chief financial officer within seven days of the return of the councilmember or staff member from the meeting or convention or business trip.
- (d) It is specifically declared that the reimbursement of expenses, to the amount set forth in this section, incurred by councilmembers or staff when attending various meetings and conventions outside the city in an official capacity is in no way intended to be any form of compensation to that councilmember or staff employee.

Section 2: All ordinances and parts of ordinances in conflict herewith are hereby waived to the extent of any such conflict.

AN ORDINANCE

BY COUNCILMAN JIM MADDOX

AN ORDINANCE TO AMEND SECTIONS 2-42 AND 2-857 OF THE CODE OF ORDINANCES OF THE CITY OF ATLANTA, GEORGIA (ENTITLED "CONVENTION, TRAINING AND TRAVEL EXPENSES FOR COUNCILMEMBERS AND STAFF" AND REIMBURSEMENT OF CONVENTION, TRAINING AND TRAVEL EXPENSES" RESPECTIVELY)SO AS TO INCREASE THE RATE OF PER DIEM FROM \$59.00 TO \$64.00; TO PROVIDE THAT RECEIPTS FOR PER DIEM EXPENSE REIMBURSEMENTS ONLY BE PROVIDED WHEN PER DIEM EXPENSES EXCEED THE AMOUNT OF \$64.00; TO WAIVE CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

Whereas, the per diem rate for convention, training and travel expenses for councilmembers and staff, has not been changed in at least fifteen years; and

Whereas, the cost of meals and other incidentals necessary for travel has increased during that time.

NOW , THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF ATLANTA, GEORGIA, AS FOLLOWS:

Section 1: Section 2-42 of the Code of Ordinances of the City of Atlanta, Georgia which currently provides as follows:

Sec. 2-42. Convention, training and travel expenses for councilmembers and staff.

(a) Members of the council, employees of the council staff and municipal clerk who attend conferences or conventions representing the city in an official capacity shall be reimbursed for all or a portion of the expenses incurred in connection therewith in an amount not to exceed the costs as follows:

(1) Cost of hotel or lodging accommodation expenses incurred per person for each day of the conference or convention being attended or for each day of the business trip being attended in an amount not to exceed the average single room occupancy rate or designated convention hotel rate for the city being visited;

(2) All registration fees;

(3) Cost of tourist or second class air or other common public transportation by the most direct route from the city to the city where the convention or the business is being transacted;

- (4) Per diem of \$59.00 to be applied for each day of the convention, training or the business being transacted; and
- (5) The amount of \$35.00 to be applied upon all other expenses incurred for travel time to and from the convention, training or place where the business is being transacted.
- (b) Requests for convention, training or travel expenses shall be signed by the councilmember or by the municipal clerk, in the case of requests for employees of the council staff and municipal clerk, and forwarded to the chief financial officer.
- (c) An itemized expense account shall be prepared by the councilmember or staff employee attending the meeting or convention, and it, together with any unexpended funds advanced under a request under subsection (b) of this section, shall be returned to the chief financial officer within seven days of the return of the councilmember or staff member from the meeting or convention or business trip.
- (d) It is specifically declared that the reimbursement of expenses, to the amount set forth in this section, incurred by councilmembers or staff when attending various meetings and conventions outside the city in an official capacity is in no way intended to be any form of compensation to that councilmember or staff employee.

Is here by amended with respect to subsection (4) so as to increase the amount of per diem from “\$59.00” to “\$ 64.00” and to add the language “for meals and miscellaneous expenses” and “Receipts for per diem expenses shall only be required when per diem expenses exceed \$ 64.00, in which case, receipts for only the amount in excess of \$64.00 shall be submitted to the Finance Department”.

So that when amended, said section shall provide as follows:

Sec. 2-42. Convention, training and travel expenses for councilmembers and staff.

- (a) Members of the council, employees of the council staff and municipal clerk who attend conferences or conventions representing the city in an official capacity shall be reimbursed for all or a portion of the expenses incurred in connection therewith in an amount not to exceed the costs as follows:
 - (1) Cost of hotel or lodging accommodation expenses incurred per person for each day of the conference or convention being attended or for each day of the business trip being attended in an amount not to exceed the average single room occupancy rate or designated convention hotel rate for the city being visited;
 - (2) All registration fees;
 - (3) Cost of tourist or second class air or other common public transportation by the most direct route from the city to the city where the convention or the business is being transacted;
 - (4) Per diem of **\$64.00 for meals and miscellaneous expenses** to be applied for each day of the convention, training or the business being transacted. **Receipts for per diem expenses shall only be required when per diem expenses exceed \$64.00 , in which case, receipts for only the amount in excess of \$64.00 shall be submitted to the Finance Department; and**
 - (5) The amount of \$35.00 to be applied upon all other expenses incurred for travel time to and from the convention, training or place where the business is being transacted.

- (b) Requests for convention, training or travel expenses shall be signed by the councilmember or by the municipal clerk, in the case of requests for employees of the council staff and municipal clerk, and forwarded to the chief financial officer.
- (c) An itemized expense account shall be prepared by the councilmember or staff employee attending the meeting or convention, and it, together with any unexpended funds advanced under a request under subsection (b) of this section, shall be returned to the chief financial officer within seven days of the return of the councilmember or staff member from the meeting or convention or business trip.
- (d) It is specifically declared that the reimbursement of expenses, to the amount set forth in this section, incurred by councilmembers or staff when attending various meetings and conventions outside the city in an official capacity is in no way intended to be any form of compensation to that councilmember or staff employee.

Section 2: Section 2-857 of the Code of Ordinances of the City of Atlanta, Georgia which currently provides as follows:

Sec. 2-857. Reimbursement of convention, training and travel expenses.

- (a) City employees who attend conventions and training conferences representing the city or who travel in an official capacity shall be reimbursed for all or a portion of the expenses incurred in connection therewith as follows:
 - (1) Cost of hotel or lodging accommodation expenses incurred per person for each day of the conference or convention being attended or for each day of the business trip being attended in an amount not to exceed the average single room occupancy rate or designated convention hotel rate for the city being visited.
 - (2) All registration fees.
 - (3) Cost of tourist or second class air or other common public transportation by the most direct route from the city to the city where the convention, the training or the business is being transacted.
 - (4) Per diem of \$59.00 to be applied for each day of the convention, the training or the business being transacted.
 - (5) The sum of \$35.00 to be applied upon all other expenses incurred for travel time to and from the convention, training or place where the business is being transacted.
- (b) Requests for convention, training or travel expenses shall be approved in advance by the mayor or designee; provided, however, for judges, solicitors and members of their staffs, such requests shall be approved in advance by the chief judge and the chair of the committee on finance.
- (c) Requests for convention, training and travel expenses shall be approved in advance as to the availability of funds by the chief financial officer.
- (d) An itemized expense account shall be prepared by the employee attending the convention, training or travelling on business of the city, on forms provided by the chief financial officer, and such, together with unexpended funds advanced under a request under subsection (b) of this section, shall be returned to the chief financial officer within seven days of the return from the convention, training or business trip.

- (e) It is specifically declared that the reimbursement of expenses, to the amount set forth in this section, incurred by department heads or employees when attending various meetings and conventions outside the city in an official capacity is in no way intended to be any form of compensation to that department head or employee.
- (f) This section does not apply to members of the council or employees of the council staff or of the municipal clerk.
- (g) Subsection (a)(4) of this section regarding travel by tourist or second class air or common public transportation does not apply to the mayor.

Is here by amended with respect to subsection (4) so as to increase the amount of per diem from “\$59.00” to “\$ 64.00” and to add the language “for meals and miscellaneous expenses” and “Receipts for per diem expenses shall only be required when per diem expenses exceed \$ 64.00, in which case, receipts only for the amount in excess of \$64.00 shall be submitted to the Finance Department”.

So that when amended, said section shall provide as follows:

Sec. 2-857. Reimbursement of convention, training and travel expenses.

(a) City employees who attend conventions and training conferences representing the city or who travel in an official capacity shall be reimbursed for all or a portion of the expenses incurred in connection therewith as follows:

- (1) Cost of hotel or lodging accommodation expenses incurred per person for each day of the conference or convention being attended or for each day of the business trip being attended in an amount not to exceed the average single room occupancy rate or designated convention hotel rate for the city being visited.
- (2) All registration fees.
- (3) Cost of tourist or second class air or other common public transportation by the most direct route from the city to the city where the convention, the training or the business is being transacted.
- (4) **Per diem of \$64.00 for meals and miscellaneous expenses to be applied for each day of the convention, training or the business being transacted. Receipts for per diem expenses shall only be required when per diem expenses exceed \$64.00 , in which case, receipts only for the amount in excess of \$64.00 shall be submitted to the Finance Department; and**
- (5) The sum of \$35.00 to be applied upon all other expenses incurred for travel time to and from the convention, training or place where the business is being transacted.
- (b) Requests for convention, training or travel expenses shall be approved in advance by the mayor or designee; provided, however, for judges, solicitors and members of their staffs, such requests shall be approved in advance by the chief judge and the chair of the committee on finance.
- (c) Requests for convention, training and travel expenses shall be approved in advance as to the availability of funds by the chief financial officer.
- (d) An itemized expense account shall be prepared by the employee attending the convention, training or travelling on business of the city, on forms provided by the chief financial officer, and such, together with unexpended funds advanced under a request

under subsection (b) of this section, shall be returned to the chief financial officer within seven days of the return from the convention, training or business trip.

(e) It is specifically declared that the reimbursement of expenses, to the amount set forth in this section, incurred by department heads or employees when attending various meetings and conventions outside the city in an official capacity is in no way intended to be any form of compensation to that department head or employee.

(f) This section does not apply to members of the council or employees of the council staff or of the municipal clerk.

(g) Subsection (a)(4) of this section regarding travel by tourist or second class air or common public transportation does not apply to the mayor.

Section 3: All ordinances and parts of ordinances in conflict herewith are hereby waived to the extent of any such conflict.